

# Smoke-Free Housing Smoke-Free Housing

Thank you for your interest in smoke-free housing policies! You probably know by now that making your apartments smoke-free is legal and justified...and that a smoke-free policy can save you up to \$2,500 per unit that turns over! In addition, smoke-free housing policies also make your apartments more attractive to prospective tenants because about 78% of tenants prefer to live in smoke-free housing.

Secondhand smoke contains a complex mixture of thousands of chemicals that cause and worsen many medical conditions, including cancer, breathing problems, and heart disease. By creating a smoke-free policy in your building(s), not only do you limit your tenants' exposure to secondhand smoke, you also save money on maintenance and cleaning costs.

This sheet has been provided as a guide to adopting your new money-saving, health-conscious smoke-free policy! On the back are steps to make your building smoke-free. The checklist helps you adopt a policy easily and efficiently. Once you have completed the form, send it back to us and **receive free signage** to help support your new smoke-free property!



Landlord Name: \_\_\_\_\_  
Landlord Number: \_\_\_\_\_  
FAX: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Other Important Numbers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Once you adopt a policy, the Smoke-Free Housing Coalition of Maine can provide you with materials to help address and enforce your smoke-free policy. These include metal signage, window decals, magnets, and key chains as well as material to educate your tenants on smoke-free housing. Email requests for signage to [info@smokefreeforme.org](mailto:info@smokefreeforme.org)

Adopting a smoke-free policy has many financial advantages. One of the most unique incentives of going smoke-free is the use of the Smoke-Free Housing Coalition of Maine's free online registry. The registry is designed to assist landlords with 100% smoke-free policies advertise their apartments and fill vacancies. This summer and fall we will be running a large media campaign which will include web banner ads, posters, and radio spots to drive interested tenants to this free database. Get your units on now so you don't miss the rush! **Join the registry by visiting [www.smokefreeforme.org/housing.php](http://www.smokefreeforme.org/housing.php).**



For more information, and technical assistance, please contact us at [info@smokefreeforme.org](mailto:info@smokefreeforme.org) or call (207) 874-8774.

**Visit us online at [www.smokefreeforme.org](http://www.smokefreeforme.org).**

# Smoke-Free Policy Adoption Checklist

## Smoke-Free Policy Adoption Checklist

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Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Town Your Apartment(s) is/are Located: \_\_\_\_\_  
Number of Buildings Owned: \_\_\_\_\_ Number of Units: \_\_\_\_\_

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- Check out the Smoke-Free Housing Coalition of Maine's website at [www.smokefreeforme.org](http://www.smokefreeforme.org)
- Create policy language to add to your house rules and/or lease
- Send a letter to tenants explaining your intent to go smoke-free
  - *In the letter explain what the rules will be, results of violating the policy, your reasons for adoption and the date of implementation*
- Allow tenants to respond, in person or in writing, to the announcement of policy change
  - *Hold a meeting for tenants to come and discuss their opinions and concerns about the policy*
- Add a smoke-free policy to your house rules (this should occur no sooner than 30 day following the written announcement)
  - *For **private properties**, add to the lease of all new and renewing tenants.*
  - *For **public housing**, add the smoke-free clause to the house rules and have each new or renewing tenant sign the provision.*
- Post proper signage to ensure your tenants are aware of the smoke-free policy
- Add your units to the Smoke-Free Housing registry at [www.smokefreeforme.org/housing.php](http://www.smokefreeforme.org/housing.php) and attract tenants looking for smoke-free apartments in your area
  - Not computer friendly? Call us and our staff will add your smoke-free listing to the registry for you!
- When you have completed your smoke-free policy checklist, please return to:
  - Mail to: **The Smoke-Free Housing Coalition of Maine, 134 Congress St., Portland, ME 04101**
  - Or fax it to: **(207) 541-6959**
  - **Request for Smoke-Free Housing Magnets:** \_\_\_\_\_ (max. 1 per unit) **Key Chains:** \_\_\_\_\_ (max. 1 per unit)
  - **Request for Smoke-Free Housing Decals:** \_\_\_\_\_ (max. 1 per common exterior door)



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**Visit us online at [www.smokefreeforme.org](http://www.smokefreeforme.org).**